



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

Public Housing Notice # 2009-15, Capital Planning System (CPS) Data Auditing

September 23, 2009

Dear Executive Director,

This letter is to inform you that DHCD will be conducting a random audit of the CPS inventory data in the months of September and October, 2009. The inventory and condition assessment data in the CPS will become the basis upon which DHCD will allocate capital formula funding (FF) dollars to all LHAs. Therefore, the accuracy and especially the consistency of the CPS data is highly important and we thank you for your cooperation in this audit process.

DHCD will be selecting a minimum of 60 Developments at random across the state. While the selection will be random, DHCD will ensure that all development types (667, 200, 705 and 689's) are represented in the state-wide sample. If your LHA is chosen you will be contacted by DHCD to schedule the audit site visit. The audit will include up to a full day on-site visit by one or more of DHCD's Facility Management Specialists (FMS) who will do the following:

1. Spot check the quantities of all components for each selected facility, the interior common areas and the facility (building) exterior and site and verify the year installed for those components
2. Verify the number of dwelling units
3. Verify the facility types (e.g.: Wood Frame/Masonry Enclosure, 1-3 Floors)

DHCD has strived to obtain uniformity and consistency in the Capital Needs Assessment process and resulting data across the commonwealth and by doing this audit, DHCD will establish a statistical benchmark for the data accuracy.

While it not necessary for you to conduct a detailed audit of your LHAs CPS data, DHCD strongly encourages all LHAs to review and comment on the chapter 200/667 draft 10-year Capital Improvement Plan (CIP) prepared by Diversified Intelligence Services. Diversified will complete the inventory and assessment of all LHAs 200 and 667 properties by the end of November, 2009, so if you have not already received your LHA's draft 10-year CIP from Diversified, you should expect to receive it within the next 2 months via e-mail. **Note: the 167, 689 and 705 Capital Needs Assessments were completed in early spring of 2008 by DHCD's CPS Phase 1 consultant (EMG) and this data is already in CPS.**

If you have attended CPS training and would like access to your CPS data, please e-mail Rick Brouillard at Richard.brouillard@ocd.state.ma.us and request access.

Thank you for your on-going participation in DHCD's Capital Needs Assessment and Capital Improvement Plan (CIP) process and, should you be selected, for your assistance in DHCD's random data audit. Please feel free to call me or Rick Brouillard if you have any questions.

Sincerely,

Ray Frieden, Bureau Director, Bureau of Housing Development and Construction